

Great Start Child Care

Position Description for a Qualified Childcare Operator to Provide a High-Quality Child Care Program

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I. Introduction

A. Purpose of Request

Great Start Child Care is seeking proposals from qualified Childcare Providers to operate a childcare program at the **Union Congregational Church UCC in Hackensack MN**. In order to incentivize childcare to meet the demand of families in the area, **Great Start Child Care** is renovating a child care facility and is seeking an Operator to provide high- quality, licensed child care in the facility. **Great Start Child Care** will provide the **physical facility, including a required outdoor play area that meets state child care licensing requirements.**

Great Start Child Care will award **one contract to a single organization/provider** to increase the supply of high-quality child care slots available in **Hackensack, MN**.

The selected Provider will be responsible for furnishings, all necessary certifications, child care and food licenses, and day-to-day operational costs. The Provider will be responsible for the following activities:

- Provider must plan to fund the operation of the Family-based program exclusively through user fees and contractor resources; Great Start Child Care will not subsidize the operation of the childcare beyond the contributions listed below.
- Provider will provide a developmentally appropriate early education program, utilizing a curriculum and a child development assessment system.
- Provider will ensure that the facility is licensed and will pay application, renewal fees and training fees.
- Provider will carry necessary insurance coverage.
- The Provider will be responsible for all personnel costs, taxes, and payroll expenses for program operations.
- Provider will ensure that the fire safety and sanitation inspections are completed and that the Department of Human Services inspection has been completed and approved for the facility prior to children being in care.

Great Start Child Care (nonprofit) will be responsible for the following activities:

- Great Start Child Care will provide the facility space and rental agreement. Utilities are included in the lease rate and will be part of the bid.
- Great Start Child Care will provide building maintenance and lawn care services at no cost to the contracted Provider.
- Great Start Child Care will provide an outdoor play area and a reasonable amount of outdoor play equipment as instructed by DHS licensing standards.

The Applicant selected for this award will:

- Have a high degree of professional knowledge of operating a licensed child care program.
- Possess the skills necessary to successfully operate a high-quality child care business; and
- Demonstrate the ability to manage the fiscal operations of the child care business to financial viability.

Upon acceptance of the Calling, the Provider will:

- Plan and implement activities to meet the physical, emotional, intellectual, and social needs of children.
- Ensure equipment and facilities are clean, well maintained, and safe at all times.
- Plan, shop, prepare and serve nutritious meals and snacks.
- Provide a handbook with child care information.
- Ensure children are always supervised; this includes all areas of our facility (restrooms, classrooms, hallways, outdoor areas).
- Provide a safe and secure environment for children.
- Communicate clearly and effectively in a manner that children understand.
- When necessary, administer first-aid and CPR to children.
- Attend to the hygiene of each child; changing diapers, or soiled clothing, and washing hands.
- Provide open and clear communication with parents and board members.
- Be licensed through County licensure.
- Maintain required training.
- Participate in organization board meetings.
- Have necessary insurance.

The selected Provider shall be solely and directly responsible and accountable to Great Start Child Care – Gary Dietrich, Board Chair and the Board for delivering a high-quality child care program.

B. Objective of the Position Description

The objective of this Position Description is to contract with a qualified Provider to perform the tasks and services set forth in this Position Description. The term of any resulting contract is anticipated to be **one year** from start of contract. The selected Applicant would be expected to be able to deliver all required child care services at the start of the contract.

Applications should be submitted and interviews will be completed within two weeks with decision selection. This Position Description does not obligate **Great Start Child Care** to award a contract or complete the project, and **Great Start Child Care** reserves the right to cancel the solicitation if it is considered to be in its best interest. All costs incurred in responding to this Position Description will be borne by the **Responder - an organization or individual who responds to the Position Description.**

II. Scope of Work

This Position Description provides background information and describes the services desired by **Great Start Child Care**. Although this Position Description establishes the bases for Qualified Applicants, the detailed obligations will be defined in the final negotiated contract.

Applicants shall describe the organization's/individual's capabilities and plans for establishing child care services under this contract. Providers shall describe their plan to provide child care in a **10-12-slot facility** designed to serve **children as appropriate to license classification**. The Applicant shall include sufficient detail to enable **Great**

Start Child Care to make a determination as to the Applicant's ability to carry out details in the Position Description.

III. Proposal Format

Proposals must conform to all instructions, conditions, and requirements included in the Position Description.

A. Description of Applicant

Include a brief history of your childcare experience. Provide a summary of the operation, including the year founded, the legal structure of child care business (corporation, partnership, sole proprietorship, or nonprofit organization), the total number of employees, and general description of business's financial condition. List any professional and quality accreditations held by the child care Applicant. Include reasons why you/your organization is capable of effectively delivering child care programming. The Applicant should demonstrate the length, depth, and applicability of all prior experience in providing child care services. Letters of reference may be included.

If the Applicant is an individual not previously affiliated with a child care program, provide a detailed business plan of a proposed child care program, including descriptions of all items listed in the above paragraph, and three years of financial projections.

B. Management Plan

Provide a summary of how the Applicant will operate the child care center/program/family child care pod. Descriptions of ages of children accepted, the scheduling options, and proposed fee schedules for enrollment options (by age designation and types of care). Describes days and hours of operation and staffing plans. Describe the organization's early education philosophy and identify the curriculum and child developmental assessment system to be utilized. Describe plans for accreditation or Parent Aware quality rating of the child care facility.

The Applicant should identify a description of its target market for enrollment, and marketing and outreach strategies to ensure full enrollment of the child care facility.

C. Operations

Provide a summary of the furnishings, materials, and supplies needed to meet child care licensing standards and quality early learning environment recommendations. Provide estimates regarding the cost of required items, and identify sources of funds to purchase required materials, supplies, and equipment. This section may also include a budget and budget narrative of start-up costs.

D. Key Personnel and Teaching Personnel

Provide a summary of the Applicant's knowledge and experience in providing family child care services. Include resumes, and descriptions of relevant experience, education, and specialized training.

Describe the educational credentials and experience required of all teaching staff (if applicable) and include descriptions of strategies to provide ongoing education and professional development.

E. Financial Projections

Provide three years of financial projections that include comprehensive income projections, and line-item expenses associated with operating the child care facility. Provide a narrative that describes your assumptions for each year's

projections and summarizes your child care business's projected financial condition throughout the three-year period.

III. Proposal Submission

One (1) original and one copy of the proposal must be submitted. All Proposals and correspondence related to this Position Description must be delivered to:

Attention: Gary Dietrich, Board Chair,

Great Start Child Care

4405 Buxton Rd NW

Hackensack, MN 56452

garydietrich@icloud.com

It is solely the responsibility of each Applicant to assure their proposal is delivered at the specific place, in the specific format. All proposals received will be reviewed by **Great Start Child care**.

The outcome of the interview process may, at **Great Start Child Care's** sole discretion, result in: 1), notice to an Applicant of selection for tentative contract negotiation and possible award; or, 2) further steps to gather more information for evaluation or an interview with the **Great Start Child Care** team. All interviews will be scheduled within 30 days of the Proposal submission deadline. Until **Great Start Child Care** completes negotiations with the selected Applicant, all Proposals remain eligible for selection by **Great Start Child Care**. After **Great Start Child Care** and chosen Applicant have successfully negotiated a contract, **Great Start Child Care** will notify the unsuccessful Applicants that their proposals have not been accepted.

Great Start Child Care reserves the right to investigate the references and past performance of any Applicant with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and lawful payment of suppliers, subcontractors, and workers. **Great Start Child Care** may postpone the execution of the contract until all investigations have been completed.